

SECRET

Management Officer, CIA

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Assistant Director, Office of Reports and Estimates

Abstracting and Coding of Intelligence Information

Reference: Memorandum of 16 September 1949 from Management Officer to
Assistant Director, Collection and Dissemination

1. The Management Staff proposal as set forth in reference memorandum sets the frame work for an intelligence reference service that is realistic and workable. It is ORE's opinion that such a program will be of invaluable assistance to the production of intelligence by establishing a machine record facility that is a direct reflection of the intelligence analysts' interests and needs.

2. ORE concurs with the proposal, with the understanding that:

- a. ORE will be required to abstract only those items that it feels are necessary as a part of the intelligence file.
- b. Additional manpower will be allocated to ORE in order that the added workload can be maintained.

THEODORE BABBITT

I think OCD's centralized service is better and that its coding + abstracting personnel can maybe be more thorough in cross referencing + indexing incoming papers. Analysts can advise the of special things of interest that they might miss.

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